

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA  
C-2, PRAJNA PITHA, SAMANTAPUR, BHUBANESWAR 751013

No. 1185 Date: 08.03.2019

From:

Shri Amarendra Kumar Patnaik, IAS  
Chairman

To:

All Centre Superintendents/ Dy. Superintendents of Annual H.S. Examination 2019

Sub: Compliance of Rules & Instructions for smooth conduct of Annual H.S. Examination 2019.

Madam/ Sir,

It has come to the notice of undersigned during visit to different Examination Centres that some of the Invigilators are not aware of the Rules and Instructions issued by the Council for smooth and fair conduct of the examination. In this regard **I would personally like to request you to notify all Rules and Instructions, particularly the following, regarding conduct of examination to all Invigilators and others involved in the examination process.**

1. **All surplus Question Papers (QPs)**, after distribution of the QPs to different Examination Halls, **are to be immediately sealed** and kept under the custody of the Centre Superintendent.
2. After distribution of the Question Papers inside the examination halls, the **surplus QPs are to be kept inside an envelope and sealed** with gum at 10:30 A.M.
3. **In no case any Question Paper can be taken out of the examination halls by the students.** If a candidate goes to toilet, the invigilator must collect the Question Paper from him/her and return it to the candidate when he/she comes back from the toilet. Those candidates who wish to submit their answer scripts and leave the Examination Hall before close of the Examination (before three hours) they shall not be allowed to take the QP out of the Examination Centre, and the QP shall be retained by the invigilator(s).
4. As far as practicable **low-cost wall clocks may be installed in all Examination Halls** for convenience of the candidates, in view of the restriction imposed on wrist watches. In case this is not feasible immediately, Invigilators be instructed to announce time every half an hour inside the Examination Halls.
5. After close of the examination all answer scripts be packed in **good quality cloth/packaging material** like jute sacks and stitched properly. Postal authorities have complained time and again regarding poor packaging of answer scripts which lead to damage while being transported.
6. All answer script packets must bear **BNPL Numbers**, to be written either at the Centre or at EMH level.

This may be treated as most urgent.

Yours faithfully,

*A K Patnaik*  
8.03.2019  
(A K Patnaik)